

# H1B1 QUESTIONNAIRE

Actual work site address: \_\_\_\_\_

(For work at client site, the INS may request employer's contract with the client company)

\_\_\_\_\_  
**Employee's LAST (family) NAME                      FIRST and MIDDLE NAME(S)**

Please fill in dates this employee worked in the U.S. in H-1 status-- From \_\_\_\_\_ until \_\_\_\_\_.

12. Need H-4 for spouse and/or children? \_\_\_\_\_      13. Current immigration status: \_\_\_\_\_

14. Date that status expires: \_\_\_\_\_      15. Latest pay slip date

\_\_\_\_\_      16. Job Title offered: \_\_\_\_\_      17.

Salary offered: \$ \_\_\_\_\_

18. Highest degree & major:

\_\_\_\_\_  
Unless very obvious, please explain how the university **major** is related to actual job duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. JOB DUTIES & PERCENTAGE OF WORK TIME (*detailed and accurate answers are extremely important*)

?? Most importantly, what will the employee be **designing**? (A specific software? A mechanical component? A management system?) Also, what will the employee be **analyzing**?

?? The INS often asks what percentage of the employee's work time will be devoted to each duty. So please fill in those percentages now, and provide details about each duty.

Duty: \_\_\_\_\_ % of work time:-

\_\_\_\_\_ Details of this duty:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duty: \_\_\_\_\_ % of work time:-

\_\_\_\_\_ of this duty:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duty: \_\_\_\_\_ % of work time:-

\_\_\_\_\_ of this duty:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duty: \_\_\_\_\_ % of work time:-

\_\_\_\_\_ of this duty:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Technical tools to be used by the employee (if in computer field, include hardware, software, database, languages, platform):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE'S (BENEFICIARY'S) QUESTIONNAIRE  
H-1B PETITION**

EMPLOYEES: Please complete Part A of this questionnaire and provide us with **all the documents and information** required in Part B.

Do you need **H-4 status for a spouse and/or children?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If so, please complete Part C. H-4 extensions are important; if dependents are in the U.S. and remain here beyond the stay permitted on their I-94's, they may be subject to a 3- or 10-year bar to entering the U.S.**

**Please type or print all information clearly.**

Name of Employer: \_\_\_\_\_

Name of Employee (Beneficiary):

\_\_\_\_\_

Last (Family)

First

Middle

Home phone: \_\_\_\_\_ Home fax: \_\_\_\_\_

Work phone: \_\_\_\_\_ Work fax: \_\_\_\_\_

Email: \_\_\_\_\_

<b>PART A: INFORMATION FOR H-1B PETITION</b>
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1. Home address in the U.S.:

\_\_\_\_\_  
\_\_\_\_\_

2. Foreign home address:

\_\_\_\_\_  
\_\_\_\_\_

3. Date of birth: \_\_\_\_\_ 4. Country of birth: \_\_\_\_\_

5. Citizenship: \_\_\_\_\_ 6. I-94 number: \_\_\_\_\_

7. Date you last arrived in the United States: \_\_\_\_\_ In what status? \_\_\_\_\_

8. Immigration status now: \_\_\_\_\_ When does that status expire? \_\_\_\_\_

9. What other statuses have you held *or applied for*? *Please attach all INS approvals or denials.*

H-1B? \_\_\_\_\_ Dates: \_\_\_\_\_ H-4? \_\_\_\_\_ Dates: \_\_\_\_\_

F-1? \_\_\_\_\_ Dates: \_\_\_\_\_ F-2? \_\_\_\_\_ Dates: \_\_\_\_\_

J-1? \_\_\_\_\_ Dates: \_\_\_\_\_ J-2? \_\_\_\_\_ Dates: \_\_\_\_\_

L-1? \_\_\_\_\_ Dates: \_\_\_\_\_ L-2? \_\_\_\_\_ Dates: \_\_\_\_\_

Other? \_\_\_\_\_

10. If you have spent over 3 years in H-1 status, please list all periods you spent outside the U.S. during that \_\_\_\_\_ time:

Did the INS ever officially decide that you were out of status? \_\_\_\_\_ If so, please add a short note of explanation for our law office files.

11. Social Security number (if applicable): \_\_\_\_\_

12. EAD (Employment Authorization Document) expiry date: \_\_\_\_\_

(Applicable only if you have an employment authorization card, usually for practical training. *Please give copy.*)

13. If you were in your home country, to which U.S. Consulate would you go for a visa?

\_\_\_\_\_

## PART B: H-1B DOCUMENTS REQUIRED

*These documents are required for a complete H-1B filing. Failure to provide them is likely to result in delays in filing and/or INS processing of your case.*

\_\_\_\_\_ Dark and clear copy of I-94 card. ***All dates must be very easy to read.***

\_\_\_\_\_ Copy of offer letter from company.

\_\_\_\_\_ Copy of secondary school diplomas.

\_\_\_\_\_ Copy of front and back of all final (convocation) undergraduate and graduate diplomas.  
?? *Provisional certificates are usually not accepted by INS.*

\_\_\_\_\_ Copy of college transcripts for *each term or year* showing classes taken and marks received.

\_\_\_\_\_ **Copy of all diplomas, certificates, and marks sheets for post-graduate education.**  
?? Certificates should be accompanied by marks sheets or a letter stating the subject and duration of the courses. Otherwise, they will not help you.

\_\_\_\_\_ Copy of any educational evaluation you may have obtained in the past.

\_\_\_\_\_ Copies of any work experience letters you may have. It helps if they include:

?? Company letterhead (If it does not indicate the address and contact phone number, these should be typed under the signature of the writer.) *Be sure addresses and phone numbers are current, as the U.S. Consulate may call your former employer to confirm the details of your employment.*

?? Date

?? Signature of a representative, preferably a supervisor, with the name clearly typed

?? Period of employment (month/day/year to month/day/year)

?? Position title of employee

?? Detailed description of duties performed by employee

?? Expertise of employee (if a computer professional, include languages, operating systems, network systems, applications)

\_\_\_\_\_ Copy of current resume, with experience arranged in *reverse chronological order*, by employer (not project). The resume ***must include your title and dates of employment with each employer.***

\_\_\_\_\_ Copy of any state licenses (if applicable).

\_\_\_\_\_ Copy of identity pages of passport

\_\_\_\_\_ Copy of U.S. visas

?? If you are currently in H-1B status, copies of:

\_\_\_\_\_ All previous H-1 approval notices—the INS may delay your case if we do not provide these.

\_\_\_\_\_ Extremely recent pay slip. (We may need a more recent pay slip at the time of filing.)

Alternatively, please provide a letter from your current employer (example: “Mr. John Smith continues to be employed by our firm.”).

?? If you are currently in H-4 status, copies of:

\_\_\_\_\_ Your *spouse’s* H-1 approval notices

\_\_\_\_\_ *Spouse’s* most recent pay slip

\_\_\_\_\_ Marriage certificate.

?? If you are currently in F-1 status, copies of:

\_\_\_\_\_ All I-20’s, front and back

\_\_\_\_\_ EAD card, enlarged so that dates are legible.

?? If you *have ever been* in J-1 status, copies of:

\_\_\_\_\_ IAP-66, front and back sides

\_\_\_\_\_ Evidence of waiver of 2-year return requirement

**PART C: SPOUSE’S AND CHILDREN’S DOCUMENTS AND INFORMATION**

**1. SPOUSE**

Attachments for spouse:

\_\_\_\_\_ Spouse’s I-94 (front and back, all dates legible)

\_\_\_\_\_ Copy of marriage license

\_\_\_\_\_ Copy of passport identity pages and U.S. visa

If your spouse is in **F-1 status**, attach:

\_\_\_\_\_ Form I-20

\_\_\_\_\_ EAD card(if applicable)

Name of Spouse: \_\_\_\_\_  
Last (Family) First Middle

Foreign home address: \_\_\_\_\_

Spouse’s date of birth: \_\_\_\_\_ Spouse’s country of birth: \_\_\_\_\_

Date of last arrival in the U.S.: \_\_\_\_\_ Status at last arrival: \_\_\_\_\_

I-94 number: \_\_\_\_\_ Passport (PP) number: \_\_\_\_\_

PP issue date: \_\_\_\_\_ PP expiration date: \_\_\_\_\_

Spouse’s current immigration status: \_\_\_\_\_ Date status expires: \_\_\_\_\_

Spouse’s social security number (if applicable): \_\_\_\_\_

**2. CHILDREN** (please use additional sheets if necessary)

Attachments for *each child*:

- \_\_\_\_\_ I-94 (front and back, all dates legible)
- \_\_\_\_\_ Copy of birth certificate showing parents' names
- \_\_\_\_\_ Copy of passport identity pages and U.S. visa

Name of first child: \_\_\_\_\_  
Last (Family)
First
Middle

Child's date of birth: \_\_\_\_\_ Child's country of birth: \_\_\_\_\_

Date of last arrival in the U.S.: \_\_\_\_\_ Status at last arrival: \_\_\_\_\_

I-94 number: \_\_\_\_\_ Passport (PP) number: \_\_\_\_\_

PP issue date: \_\_\_\_\_ PP expiration date: \_\_\_\_\_

Child's current immigration status: \_\_\_\_\_ Date status expires: \_\_\_\_\_

Child's social security number (if applicable): \_\_\_\_\_

Name of second child: \_\_\_\_\_  
Last (Family)
First
Middle

Child's date of birth: \_\_\_\_\_ Child's country of birth: \_\_\_\_\_

Date of last arrival in the U.S.: \_\_\_\_\_ Status at last arrival: \_\_\_\_\_

I-94 number: \_\_\_\_\_ Passport (PP) number: \_\_\_\_\_

PP issue date: \_\_\_\_\_ PP expiration date: \_\_\_\_\_

Child's current immigration status: \_\_\_\_\_ Date status expires: \_\_\_\_\_

Child's social security number (if applicable): \_\_\_\_\_